

As commissioned by the FEN document, Calvin College “will develop a more ethnically diverse and welcoming staff and administration, one that increasingly reflects the multi-racial and multi-cultural character of the body of Christ.”

In an effort to support the college with this mandate, the human resources office uses the following hiring practices for staff.

Types of searches

Full searches – posted widely to attract a rich and diverse candidate pool

Internal searches – posted at the college-level for a limited time

Promotions – open only to employees within the same department

Definitions

Full Searches – will be used for most openings to attract a rich and diverse candidate pool

Full searches will be comprised of internal and external resources. While the recruitment process is individually customized for each position, at a minimum, all external positions will be posted at the following locations:

Calvin College job board

Work at Calvin listserv

Calvin News

Calvin College website

Churches and outreach centers

External publications and websites

Internal Searches – will be used when the college has a strong set of internal applicants

Limited searches are posted at the College level for a limited time (minimum posting 5 business days) and are closed to external candidates. Posting of positions will use only internal recruiting resources including Calvin News and Calvin job board.

Promotions – may be used when a department has a strong candidate within the department

In an effort to support employees’ contributions and provide career opportunities for current employees, departments have the option to offer promotions. Promotions are only open to employees within the same department and the individual must meet the following requirements: they must be a regular employee (not a temporary employee) at Calvin College, have exceptional work performance in the present job and have demonstrated ability to handle greater responsibilities.

Positions not eligible for promotions include vice presidential and dean positions and/or interim or acting appointments.

Positions that do not require a search

- Position changes resulting from changes to a job description
- Position changes resulting from internal reorganizations
- Temporary positions

Calvin College

The human resources department of Calvin College established a uniform procedure for hiring full-time and part-time non-faculty, administrative and support staff members. While the recruitment process is individually customized for each position, all externally posted positions will be advertised using the following locations:

Calvin College website
Calvin College Job Board
Work at Calvin listserv

Calvin News
Churches and outreach centers
External publications & websites

To be completed by hiring department

Hiring information

Position title _____

Department _____ Date approved by Cabinet _____

New position

Faculty status? Yes No

Replacement position? Person vacating position _____

Budget account number _____

Job description updated? Please attach copy or email to human resources

Advertising information

1. Additional and/or preferred qualifications necessary for the job

2. Special requirements for applicants (writing samples, desired work hours, etc)

Recruiting information

Posting date _____ Closing date _____

Interviews to be scheduled from _____ through _____

Target start date _____

Submitted by _____ (department head or supervisor) Date _____

Approved by _____ (provost or vice president) Date _____

Exempt Non-exempt Shift/hours only _____

Full-time Part-time FTE _____ Pay grade/level _____